

SUMMARY

POSITION EVALUATION CHART  
RECORDS MANAGEMENT SERIES - GS-0306, GS-01-00

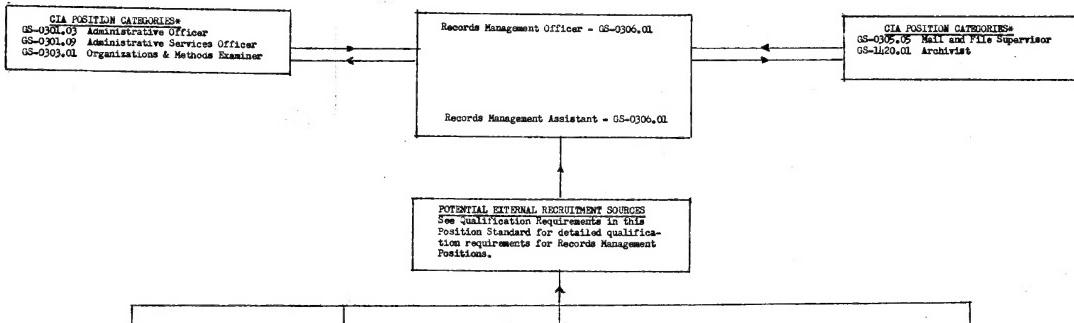
## GRADE LEVEL DISTINCTIONS

EVALUATION FACTORS	RECORDS MANAGEMENT ASSISTANT - GS-0306, GS-01-05	RECORDS MANAGEMENT ASSISTANT - GS-0306, GS-01-07	RECORDS MANAGEMENT ASSISTANT - GS-0306, GS-01-09	RECORDS MANAGEMENT OFFICER - GS-0306, GS-01-11
DUTIES	This is the entrance level. Incumbents acquire information concerning the organization and functions of the agency and the diverse records and record management activities. They use of records in their agency and the principles and practices of records management, particularly in the activities of reference service, maintenance management, and disposition of records. Examples of Tasks: maintenance of a permanent stock index; preparation of publications; filing records in files; maintaining that stock; and performing records searches for routine reference requests. Incumbents are encouraged to attend formal classes in records management and are given on-the-job training in records management techniques and practices.	DUTIES	Incumbents perform tasks involved in accessioning, reference, and disposal of records, such as: the preparation of accessioning records, inventory and rearrangement of records when necessary, preparation or improvement of finding media, application of disposal schedules, performance of records searches, inspection of records for condition, and destruction or disposition actions with operating officials. Incumbents are encouraged to attend formal classes in records management and are given on-the-job training in records management techniques and practices.	DUTIES
SCOPE AND EFFECT	Limited in scope. No area responsibility. Work consists of specific tasks assigned to provide training. Errors of decision or action would result chiefly in delay.	Same as for GS-05.	Area of responsibility: Work consists of specific assignments on surveys or studies; or single operations of the Center which is a depository for non-current records from all offices of the Agency; or records management activities in an office smaller than an Office or Area Division. Typical workload: 25-50 correspondence; 10-25 file series; 50-150 controlled forms; 500-2,000 files; distributed (an index of correspondence activity); 0-20 file series on the vital materials program. Errors of decision or action will impede the work or effectiveness of surveys or studies; or prevent or delay proper reference and disposal service for records; or reduce the effectiveness of the records management program.	Area of responsibility (staff or area officer): organizational assignments with such characteristics as the following: Distribution and copies of records limited to the originating office, e.g., Medical records; few security restrictions, e.g., no classification; few controlled forms; 50-200 files; Records Management Officer has authority to accept, reject, and dispose of records; 50-150 controlled forms; 500-2,000 files; typical workload: 10-25 correspondence Handbooks distributed (an index of correspondence activity); 50-200 items on disposition schedule; 0-20 file series under the vital materials program. The consequence of errors or omissions is essentially the same as for GS-05.

2. SUPERVISION AND GUIDANCE RECEIVED	Under administrative and technical supervision of a higher grade officer. Instructions are specific. Review is made of work in process and on completion for accuracy and completeness and for progress in acquiring information and knowledge. Examples: Work with records or files. Guidance is generally clear and specific. Examples: CIA Regulations, Handbooks, Standards, Training material; issuances of other government agencies (including CSC and Archives) and industrial publications.	Under administrative and technical supervision of a higher grade officer. Work is performed in accordance with specific instructions and is reviewed upon completion for adequacy and for compliance with instructions and procedures. Review is also made for training progress. Guides are the same as for GS-05.	Under administrative and technical supervision of a higher grade officer. Instructions are usually oral and general in nature. The work of staff assistants is reviewed for general conformance with oral or written instructions for proper application of methods and principles, processes, and techniques, and soundness of judgment. The work of area assistants is reviewed for adequacy of results and program accomplishments. Such assistants also receive technical advice, guidance, and review with respect to methods and objectives from the Records Management Staff. Guides are the same as for GS-05, but include precedent cases.	Under administrative and technical supervision of a higher grade officer. Instructions are usually oral and general in nature. The work of staff officers is subject to review for general conformance with oral or written instructions for proper application of methods and principles, processes, and techniques, and soundness of judgment. The work of area officers is reviewed for adequacy of results and program accomplishments. Such officers also receive technical guidance, advice, and review with respect to methods and objectives from the Records Management Staff. Guides are the same as for GS-05.
3. SUPERVISION AND GUIDANCE GIVEN	None	None	Staff and Area Assistants - None. Records Center Section Chief closely supervises work of lower grade Assistants and is always available for consultation.	Staff officers may give technical guidance to GS-09 Assistants. Area Officers - none.
4. MENTAL DEMANDS	Initiative in learning the functions of the Records Management Program, the Agency, and the activity to which assigned.	In addition to those for GS-05, resourcefulness in making records searches, and determining the accuracy and adequacy of information.	In addition to those for GS-07, initiative in developing methods and techniques, determining classifications and disposition, simplifying and improving reports and correspondence, and designing, simplifying and standardizing forms.	In addition to those for GS-09, discretion and mature judgment in the interpretation and application of records management methods and techniques.
5. PERSONAL WORK CONTACTS	Personal or telephone contacts are primarily for the purpose of obtaining information relating to records or records systems from operating personnel.	Same as for GS-05.	Frequent personal and telephone contacts with administrative and operating personnel, for the purpose of obtaining information or to give advice on records management matters.	In addition to those at GS-09, contacts for the purpose of explaining records management objectives, coordinating project plans and schedules with operating needs, obtaining from operating officials informal acceptance of specific conclusions and recommendations.

**POSITION PROGRESSION DIAGRAM**

RECORDS MANAGEMENT SERIES - GS-0306,01-00



U. S. ARMED SERVICES			
M.O.S.	N.J.C.	Title	
Code	Code		
2120	2610	Administrative Management	
2300	2655	Control Officer	
2510	2670	General Services Officer	
	2870	Resource Management Officer	
	3310	Personnel Records Management Officer	

FEDERAL CIVIL SERVICE JOINTING CIA			
F.P. Code	F.P. Title	A.F.S.	
GS-3030-0	Examining Series	Code	
GS-308-0	Records Management Series	2710	
GS-1120-0	Archives Series	2800	
		2900	Administrative Assistant
		2910	Management Analyst

PRIVATE INDUSTRIES AND NON-FEDERAL GOVERNMENTS			
D.O.T. Code	D.O.T. Title	A.F.S.	
O-11-01	Management Engineer	Code	
O-36-32	Archivist	2710	
O-41-95	Form Designer	2800	
O-59-86	File Service Worker	2900	
O-59-28	Systems Engineer	2910	Administrative Analyst

\*For Detailed Requirements for Records Management Positions, See Qualification Requirements in This Position Standard.

SCHOOLS			
Recent Graduates of Accredited Colleges and Universities with a Major in Business Administration, Public Administration, Personnel Administration, or a Comparable Specialization.			

<b>EVALUATION FACTORS</b>	<b>RECORDS MANAGEMENT OFFICER - GS-0306.01-12</b>
	<b>DUTIES</b>
	This is the highest typically non-supervisory level. Incumbent serve as staff survey leaders responsible for planning surveys and studies, making assignments, and organizing periodic conferences with operational area Records Management Officers; operational area Records Management Officers. Duties of both types are similar to those at GS-09.
<b>1. SCOPE AND EFFECT</b>	Area of responsibility (staff or area officers): organizational segments with such characteristics as the following: Wide distribution of numerous copies of records, e.g., fiscal records; numerous security restrictions, e.g., the Records Management Officer with program responsibility does not have access to many records and files. Typical workload data: 150-300 controlled forms; 2,000-4,000 pieces of filing equipment; 75-200 correspondence Handbooks distributed; 200-300 items on the disposition schedule; 20-40 file series under the vital materials program. Errors or omissions might cause extensive harm to the records management program, in view of the volume of records activities.
<b>2. SUPERVISION AND GUIDANCE RECEIVED</b>	Similar to that at the next lower level except that projects frequently are of a type to which guidelines and experience have only the most general application. Primary guides are general records management principles, precedent cases, etc.
<b>3. SUPERVISION AND GUIDANCE GIVEN</b>	Staff officers at this level participate in planning surveys and studies, make assignments, organize conferences with area officers, and exercise technical supervision over lower grade records management personnel. Area officers may exercise administrative and technical supervision over lower grade records management personnel.
<b>4. MENTAL DEMANDS</b>	Essentially the same as at the GS-11. However, greater initiative appears as a result of greater complexity of areas and problems surveyed or served.
<b>5. PERSONAL WORK CONTACTS</b>	Same as GS-11.

## POSITION EVALUATION CHART

RECORDS MANAGEMENT SERIES - GS-0306.01-00

GRADE LEVEL DISTINCTIONS	
RECORDS MANAGEMENT OFFICER - GS-0306.01-13	RECORDS MANAGEMENT OFFICER - GS-0306.01-14
<u>DUTIES</u>	
Officer have staff responsibility for Agency-wide planning, direction and coordination of a major activity within the Records Management Program such as: records systems, reports, correspondence management, file standards, vital materials or disposition; or, area responsibility for a complete management program of a large segment of the Agency such as.	Incumbent, as Deputy, shares responsibility for the entire Records Management Program; provides staff assistance on program development, staffing and training needs, and is also responsible for planning, directing and coordinating several specific activities of the Records Management Program, i.e., reports management, correspondence management, file standards, records systems, and vital materials.
responsibility (staff officer): The program is Agency-wide in scope and cuts across all command and organizational levels. Area of Responsibility (area officer) A large segment of the Agency such as the DDC/P. Staff and Area Officers: policies, procedures, decisions and actions reflect fully upon the overall Records Management Program. The existence of errors or omissions is essentially the same as GS-12.	Area of Responsibility: The program includes all records management activities of the Agency. Errors or omissions might cause harm to the records management program which would be Agency-wide in effect.
administrative and technical supervision of a higher officer. Instructions are expressed primarily in terms of objectives. Technical operation of programs is within the discretion of the officer. Work is reviewed principally for quality of accomplishment.	Under administrative and technical supervision of the Chief, Records Management Staff. Instructions are general in nature relating to program objectives. Work is reviewed for conformance with technical and administrative policies established by the Agency.
Officer usually plan, direct, assign and review, the work of lower level officers and assistants.	Plans, directs, assigns and reviews the work of lower grade officers.
Officer initiative, ingenuity, and original thinking appears as a result of the Agency-wide scope of this level.	Essentially the same as for GS-13, except that initiative, ingenuity, and original thinking is required in the development of the entire Agency program.
Officer contacts with administrative and operating officials at high levels for the purpose of gaining acceptance of general management policies and practices, calling attention to areas of needed improvement and resulting benefits, and securing a favorable attitude toward surveys or approval of results. Periodic conferences with Records Management Officers in operating areas are held to impart information on new and improved techniques.	Essentially the same as for GS-13, except that a higher proportion of contacts are with top officials.

~~SECRET~~

---

RECORDS MANAGEMENT OFFICER - GS-0306.01-15

---

DUTIES

abent formulates and develops policies and standards for administration of an active Records Management Program in the departmental and field areas of the Agency; selects the necessary technical staff to carry out specific programs and to operate the rds Center; directs the development of appropriate regulations, books and instructional material pertaining to all phases of rds management; advises Agency officials of the application of al laws, regulations and procedures to records management lens of this Agency; and maintains liaison with top officials private industry and public administration.

---

of Responsibility: The incumbent has full responsibility the Records Management Program of the Agency. Improvements ed in record-making and record-keeping have a continuing et on direct and indirect economies of time and money. authority to destroy records is granted by Congress through the onal Archives. The incumbent exercises the authority for this cy. The consequence of errors or omissions is essentially same as for GS-14.

---

er general administrative supervision of the Chief, Manage- t Staff. Instructions are general in nature and relate to establishment of major policies and objectives. Only major icy or procedural questions are referred to superior when re is no precedent for action in such cases. Work is reviewed ensure consistency with general management policies.

---

ovides direction and guidance to all personnel assigned to chnical and specialized areas of records management and fur- shes technical guidance to area officers throughout the ency.

---

original thinking, ingenuity, and resourcefulness must be ercised in insuring the effective accomplishment of the cords Management Program.

---

liaison is maintained with top officials of the Agency to ad- ise on records management problems and to stimulate the cceptance and improvement of the records management program in he various components of the Agency. Liaison with the USA is onducted as the chief records management official of this ency in complying with the requirements of the law.